

**State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920**

**Division of  
Design Professionals BOARD OF EXAMINERS OF  
LANDSCAPE ARCHITECTS  
MINUTES OF THE MEETING**

**DATE: 18 November 2015**

**PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room,  
Cranston, RI**

**MEMBERS PRESENT: Chair Michael Dowhan, Vice-Chair Steven Pilz,  
Secretary Sara Bradford and Member John Carter**

**MEMBER ABSENT: Member Margaret E. Ryan**

**OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive**

**(1) CALL TO ORDER – Chair Dowhan called the meeting to order at  
2:08 p.m.**

**(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)  
Vice-Chair Pilz moved to approve the 28 October 2015 open meeting  
minutes as written. Chair Dowhan seconded. Motion passed, four (4)  
in favor, one (1) absent. Voting in favor were Chair Dowhan,**

**Vice-Chair Pilz, Secretary Bradford and Member Carter. Member Ryan was absent from this vote.**

### **(3) APPLICATIONS**

#### **LA Certificate of Authorization (COA)**

##### **1. Bradford Associates LLC**

**Vice-Chair Pilz moved to accept and conditionally approve the application for Bradford Associates LLC pending receipt of a Certificate of Good Standing from the Rhode Island Secretary of State's office. Chair Dowhan seconded. Motion passed, three (3) in favor, one (1) abstained and one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, and Member Carter. Secretary Bradford abstained. Member Ryan was absent from this vote.**

### **(4) OLD BUSINESS**

**1. Rules and Regulations - Document for finalization – The Rules and Regulations have been deferred pending a meeting with the DBR Director.**

**2. Certificate of Authorization (COA) - Draft Information Bulletin – Chair Dowhan will incorporate the changes into the draft for the next meeting. This will be a notification of the responsible charge requirement and who has the responsibility when there is a change in responsible charge. When finalized, it will be e-mailed to all active registered Landscape Architects and posted on the Board's website. The outcome of the DBR LEAN Kaizen Event resulted in the elimination of COAs.**

**3. Certificate of Authorization (COA) – Changes to be made to the**

**Initial and Renewal Application – The outcome of the DBR LEAN Kaizen Event resulted in the elimination of COAs.**

**4. Certificate of Authorization (COA) – Responsible Charge Audit – The outcome of the DBR LEAN Kaizen Event resulted in the elimination of COAs.**

**5. RI State Supplemental Exam (RI SSE) – The Board decided that the RI SSE will remain and will codify the study materials. The Board was notified by the DBR Director that commencing on November 5, 2015, Rhode Island will no longer require successful completion of a Rhode Island specific supplement Exam for licensure as a Landscape Architect. The Board felt that the RI SSE is a “necessary standard” to meet the minimum requirements.**

**The Board will request a meeting with the DBR Director to discuss the following issues:**

- (1) Maintaining COAs**
- (2) Maintaining the RI SSE**
- (3) Administrative Approval**

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**(5) NEW BUSINESS**

- 1. Next Meeting – 16 December 2015.**
- 2. Board Member Appointments were discussed.**

**(6) CORRESPONDENCE**

- 1. CLARB – Committee on Nominations invites all members to**

**nominate eligible individuals to serve on the 2016 Board of Directors and Committee on Nominations. No nominations were made.**

## **(7) ADJOURNMENT**

**Chair Dowhan moved to adjourn the meeting at 3:48 p.m., Vice-Chair Pilz seconded. . Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford and Member Carter. Member Ryan was absent from this vote.**



